Procedure for submitting a meeting (E-Request)

and using the meeting system via electronic media (E-Meeting)

Contents

1 Preparation for DAP e-Shareholder Meeting

2 Steps of e-Registration

3 Steps of joining the e-Meeting

4 e-Question and e-Voting functions

5 Resetting password

1 Preparation for DAP e-Shareholder Meeting

For registration, please prepare an electronic device with a camera.

PC Computer

Notebook

Tablet

Mobile

iOS

Access to DAP e-Shareholder Meeting via Web Browser.

Google Chrome (recommended)

Safari

Edge

Documents required for registration

Individual shareholder

ID Card

or

Passport

Juristic person

Juristic person certificate

ID Card

or

Passport

Preparation for DAP e-Shareholder Meeting

e-Registration via DAP e-Shareholder Meeting system

Attend the meeting in person

- ☑ Thai person
- ☑ Foreign person
- ☑ Juristic person

Proxy to another person (A)

Proxy to another person (B)

Proxy to independent director (B)

DAP e-Shareholder Meeting

Register by sending documents to the company*

1

For registration, shareholders submit the documents for identity verification to the company, as specified in the invitation to the shareholders' meeting

2

The company officer will check the information and proceed registration. The system will inform the shareholders of the registration result and username for attending the meeting.

* Please study the details of registration such as document list / document submission, as specified in the invitation to the shareholders' meeting

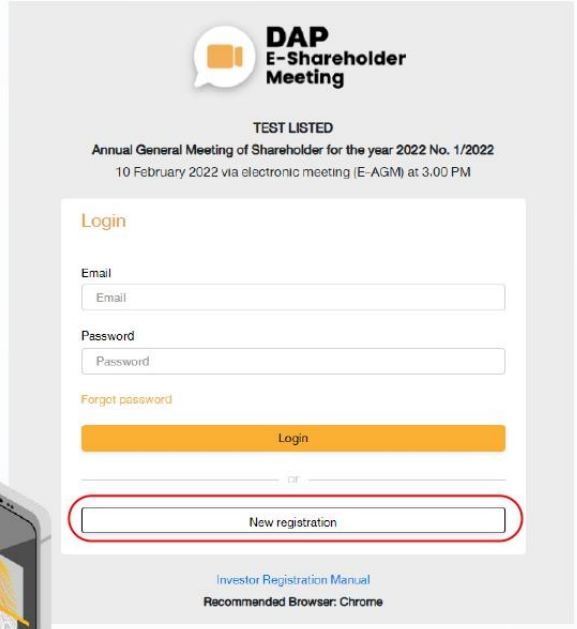
In case of proxy

For shareholder who is unable to attend the meeting, they may appoint a proxy. Please find more information about proxy in the invitation letter to shareholders' meeting.

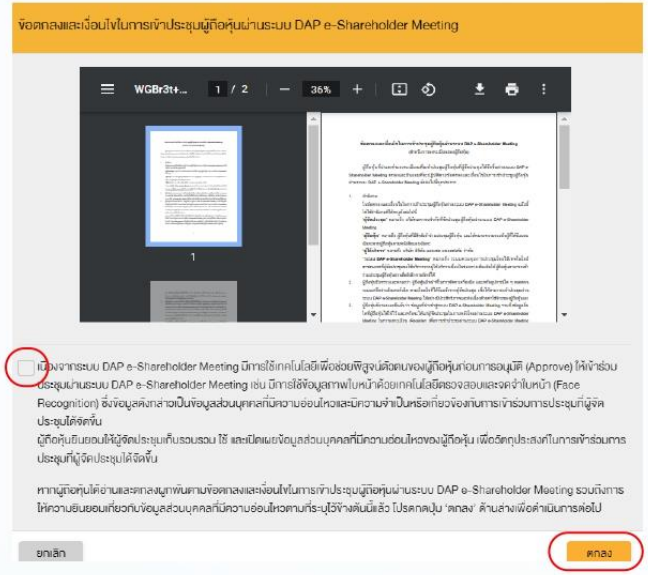
2 Steps of e-Registration

Log in to register from the registration link provided in the invitation to the shareholders' meeting.

1 Click “New registration”



2 Shareholders accept the terms and conditions for attending the shareholders' meeting via DAP e-Shareholder system by marking ☑ and click “OK”



2.1 Attend the meeting in person – Individual person with the ID Card

1 Choose a registration form

- ◯ Attend in person
- ◯ Proxy

2 Specify the type of shareholder

- ◯ Thai person
- ◯ Foreign person / Person without the ID card
- ◯ Juristic person

3 Fill out shareholder's information

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:

1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click "Next"

4 Enter OTP

OTP will be sent to the mobile phone number and email you have entered.

(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click "Next"

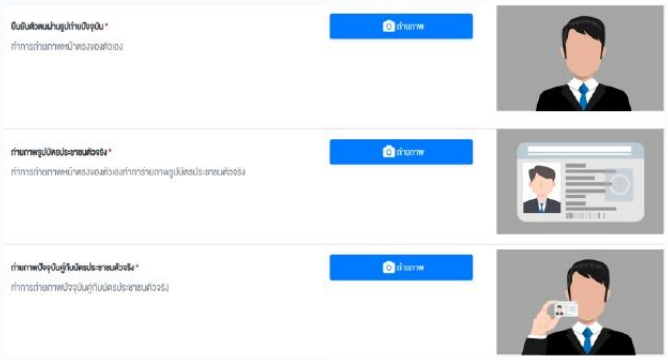
5 Take pictures of yourself

Shareholders need to take pictures of yourself holding the ID card as explained in 3 steps below:

Picture 1 : Picture of yourself

Picture 2 : Picture of your ID card

Picture 3 : Picture of yourself holding the ID card



6 Review registration and securities holding information

Shareholders review the registration information and securities holding information. If the information is correct, click “Submit”

Please keep your username and password confidential. Your login account should never be disclosed to others.

2.2 Attend the meeting in person – Foreign person / Person without the ID card OR Juristic Person

1. Choose a registration form

- ◯ Attend in person
- ◯ Proxy

2. Specify the type of shareholder

- ◯ Thai person
- ◯ Foreign person / Person without the ID card
- ◯ Juristic person

3. Fill out personal information

Foreign person / Person without the ID card

- Name-Surname
- Passport / Non-Thai ID / Government Officer Number
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Juristic person

- Juristic person Name (Company Name)
- Registration Number
- Juristic person representative information: ID card number / laser code on the back of the ID card and date of birth (optional)
- Email address (It will be used as your username when logging in)
- Password
- Mobile phone number

Your password must be between 8-15 characters and must contain:
1. Uppercase letter
2. Lowercase letter
3. Number or Special characters

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click “Next”

4 Enter OTP

OTP will be sent to the mobile phone number and email you have entered.

(If shareholder have entered a foreign phone number, the OTP will be only sent to your email.)

Enter OTP and click "Next"

5 Take a picture of yourself / Attach files

Take a picture of yourself and upload attachments as specified in the invitation letter

อัพโหลดไฟล์

Upload attachments as specified in the invitation letter

อัพโหลดไฟล์

6 Review registration and securities holding information

Shareholders review the registration information and securities holding information. If the information is correct, click "Submit"

Please keep your username and password confidential. Your login account should never be disclosed to others.

2.3 Proxy to another person (A)

1 Choose a registration form

○ Attend in person ○ Proxy

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

- Name-Surname
- ID card number / laser code on the back of the ID card
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click “Next”

- Enter OTP

3 Specify the type of proxy

○ Proxy to another person (A) ○ Proxy to independent director (B)

4 Fill out proxies information

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

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The shareholder uploads the proxy form A with attachments as specified in the invitation letter

Proxy form A can be downloaded at

เอกสารใบมอบฉันทะ ก.

Click “Next”

5 Review registration and securities holding information

Shareholders review the registration information and securities holding information.
If the information is correct, click “Submit”

Proxies will receive an email with the initial password.
Proxies will have to reset a new password before logging in to DAP e-Shareholder Meeting

2.4 Proxy to another person (B)

1 Choose a registration form

○ Attend in person ○ Proxy

2 Fill out the information of the shareholder who appoints a proxy and enter OTP

- Name-Surname
- ID card number / laser code on the back of the ID card (optional)
- Date of birth
- Email Address
- Mobile phone number

Shareholders consent to receive documents in electronic format from the meeting organizer by marking ☑ and click "Next"

- Enter OTP

3 Specify the type of proxy

○ Proxy to another person (B) ○ Proxy to independent directors (B)

4 Fill out proxies information

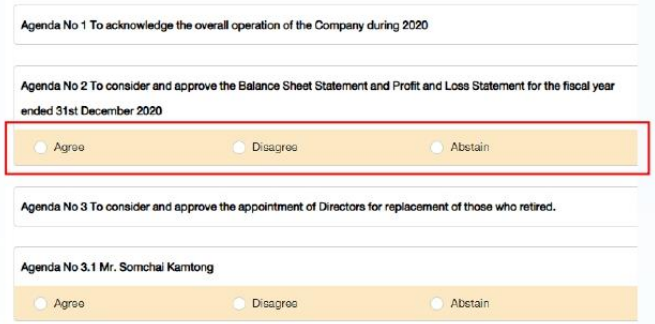
Proxy to another person (B)

- Name-Surname / Age
- ID card number / Address
- Email Address
- Mobile phone number

Proxy to another person (B)

- Independent Director's name

5 Cast a vote in advance



The shareholder who appoints a proxy cast a vote in advance for all agenda. There are 3 voting options:

- Agree
- Disagree
- Abstain

The shareholder uploads the proxy form B with attachments as specified in the invitation letter

Proxy form B can be downloaded at

Click “Next”

6 Review registration and securities holding information

Shareholders review the registration information and securities holding information.
If the information is correct, click “Submit”

The shareholder will receive an email informing your proxy registration result to confirm that the proxy registration has been completed. However, the shareholder will not receive the password, as the proxy are appointed to independent director and your vote was already casted.

3 Steps of joining the e-Meeting

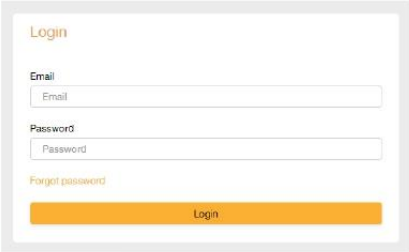
1

https://portal.eservice.setgroup.or.th

Shareholders log in to DAP e-Shareholder Meeting system on the date and time specified by the company

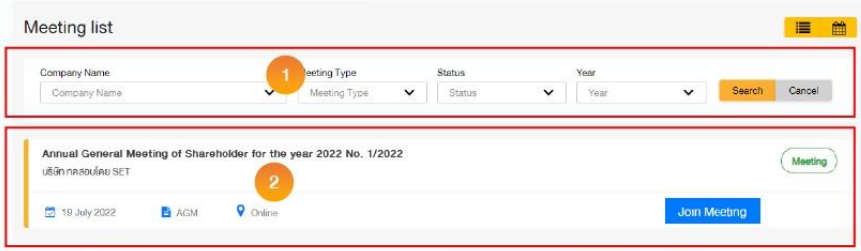
Click the meeting link in the email received from the system.

2



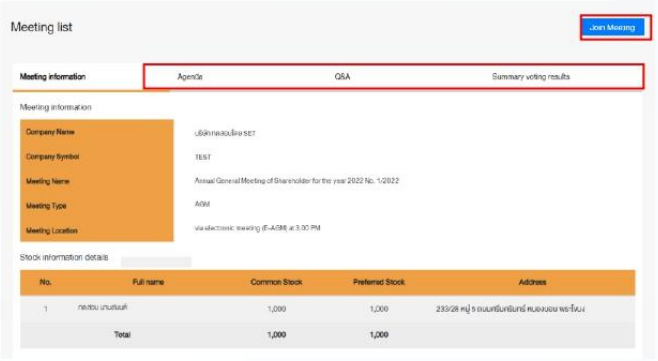
Enter Username (email address that you have registered) and Password

3



1. Search for the meeting by finding the Company name / Meeting type etc.
2. Click “Join Meeting” on the meeting you wish to join

4

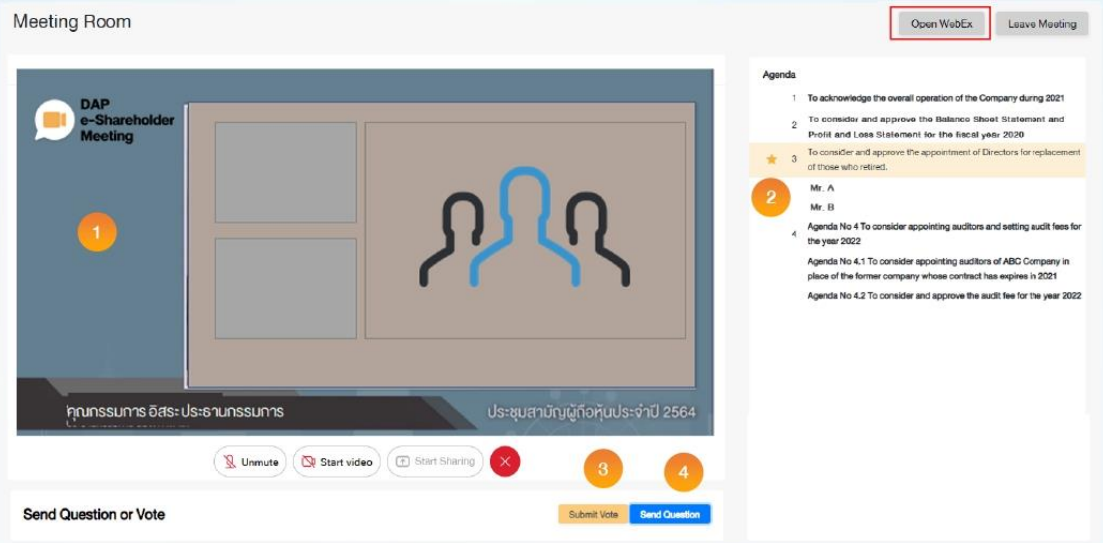


Menu bar will display information as follow:

1. Meeting information
2. Meeting agenda
3. Your question list
4. Voting result (after announced)

- Click “Join Meeting” Join Meeting
- Agree to the terms and conditions of service by marking ☑ and click “Join Meeting”
- Confirm name and voting rights
- Enter OTP

3 Steps of joining the e-Meeting

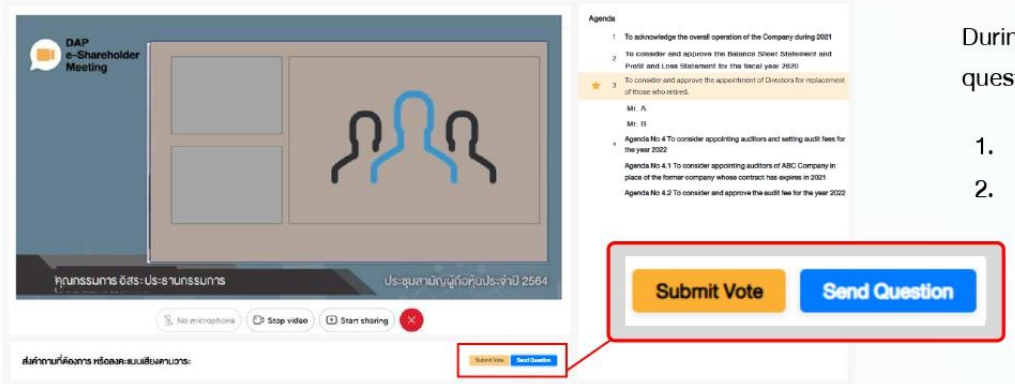


Description

1. Meeting Display: Webex Meeting screen will be embedded in DAP e-Shareholder Meeting, If the screen does not work, click 'Open WebEx' on the top right to view the meeting via Application Cisco Webex Meeting instead
2. Current agenda will be indicated by star icon and yellow bar
3. e-Voting functions: voting can be casted only within appointed time frame
4. e-Question functions: queueing your questions for both current and upcoming agenda
5. Your questions submitted in the meeting
6. Voting results: It will be only shown after the company has announced results for each agenda

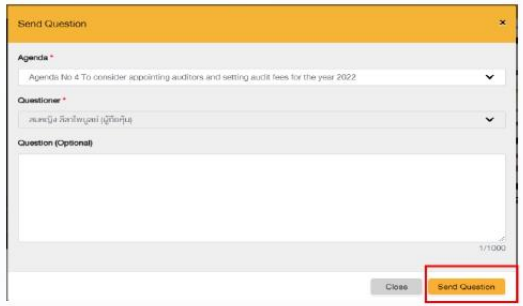
4 e-Question and e-Voting functions

e-Question functions



During the meeting, shareholders can submit questions in advance:

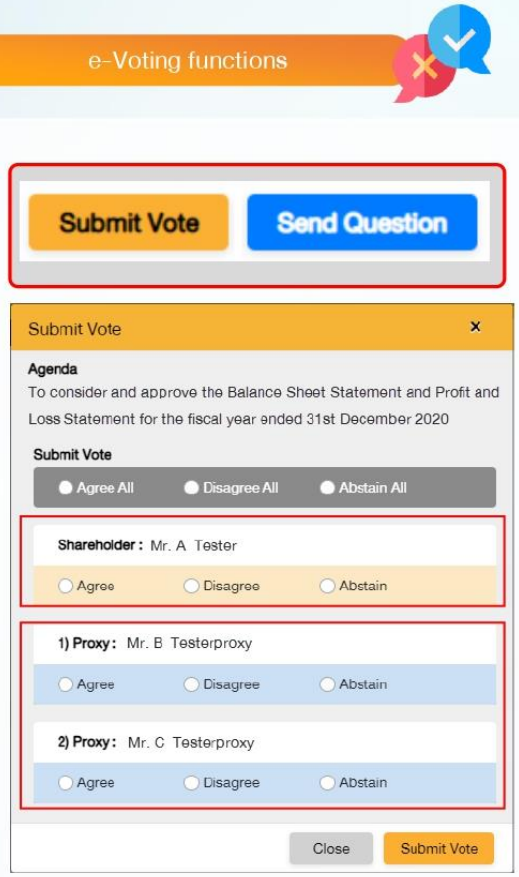
1. Click “Submit Vote” Send Question
2. Vote within the period of time given for both your vote rights and proxy’s (if any) Click “Submit Vote” Send Question



When you are allowed to ask questions, the company will call your name.
Please turn on your microphone and/or camera (VDO)
to ask such question by yourself

4 e-Question and e-Voting functions

e-Voting functions



For each agenda, there are 3 voting options:
"Agree", "Disagree" and "Abstain"

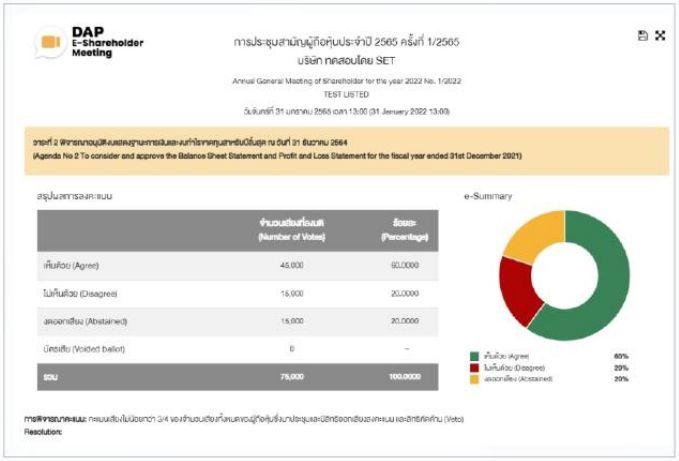
1. Click "Submit Vote"
2. Vote within the period of time given for both your vote rights and proxy's (if any)
3. Click "Submit Vote" Submit Vote

Shareholders are able to vote only within given time frame.

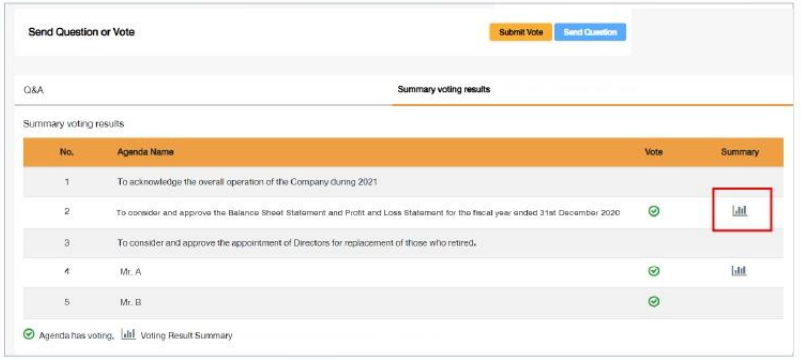
4 e-Question and e-Voting functions

e-Voting functions

1



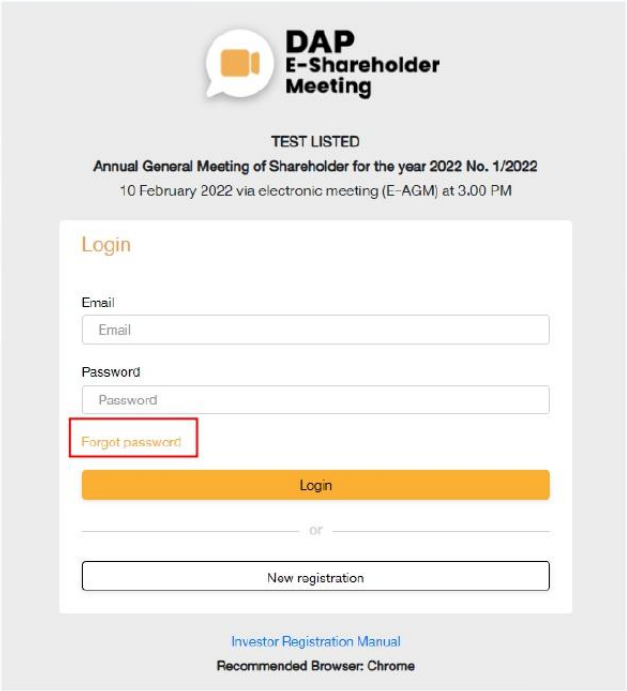
2



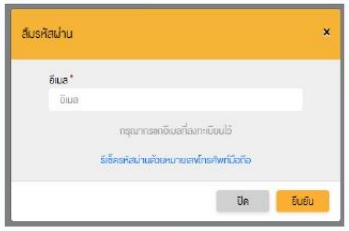
After the closing of voting in each agenda, the company will announce results. Shareholders can check the result of each agenda by clicking the icon

5 Resetting password

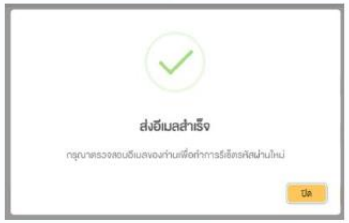
To retrieve your password,
shareholders can reset password
by clicking "Forgot password" button.



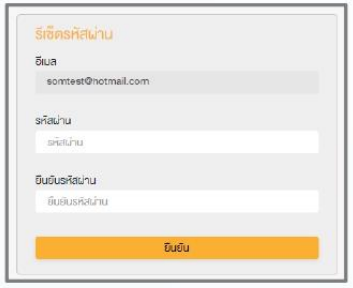
1 Reset password via email



Enter your registered email



Check your inbox

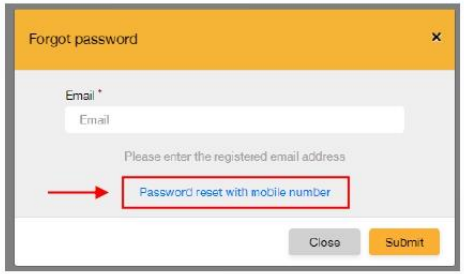


Set new password

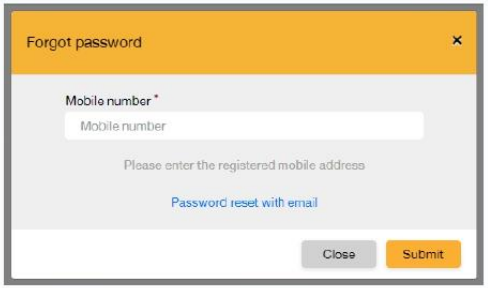
5 Resetting password

2 Reset password via mobile phone number

Click the link to reset password via mobile phone



Enter your mobile phone number



Request for OTP and enter OTP

Set new password

To download user manual

shareholders could study more information at:

https://www.set.or.th/e-shareholder-meeting

Or scan the following QR Code: